



## ADMINISTRATIVE OFFICER I, RESOURCES AGENCY

**7CQ07**

**Department:** California Conservation Corps

**Exam Type:** Departmental Open

**Final Filing Date:** Continuous

### CLASSIFICATION DETAILS

#### Administrative Officer I, Resources Agency

Salary Range A \$3,867 - \$4,773 Range B \$4,636 - \$5,738

View [the Administrative Officer I, Resources Agency classification specification](#)

### APPLICATION INSTRUCTIONS

#### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **18** months.

The last cut-off date was 1/27/2020.

**How to Apply:** Complete, print, and mail a standard state application (STD. 678) to the address below. Faxed or e-mailed applications will **not** be accepted. Applications postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application. Please include Administrative Officer I Exam on the front page of the application.

File by mail or	California Conservation Corps
in person:	1719 24 <sup>th</sup> Street
	Sacramento, CA 95816
	Attention: Exam Unit

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

Please ensure you have a valid e-mail address and that you **sign** your application.

#### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements as stated on this exam bulletin by the cut-off date in order to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

A completed standard state application (STD. 678) is required and must include: “to” and “from” dates (month/day/year), time base, and if applicable, civil service classification titles. It is the applicant’s responsibility to provide the specific information under duties performed that illustrates the qualifying experience needed to meet the minimum qualifications. **If you are using either Pattern II or III to meet the minimum qualifications (MQs), you must submit a copy of your college transcripts with your application. An unofficial copy is acceptable for exam purposes and only those candidates who receive a job offer will be required to order an official copy of college transcripts.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, etc. For example, applicants who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

## MINIMUM QUALIFICATIONS

### Either I

**Experience:** One year of experience in the California state service performing duties at a level of responsibility equivalent to that of a Regional Administrative Technician or Management Services Technician, Range B. (Applicants who have completed six months of this service will be admitted to the examination, but they must satisfactorily complete one year of experience to be eligible for appointment.).

### Or II

**Experience:** Two years of experience in the California state service performing duties at a level of responsibility equivalent to an Office Services Supervisor or Office Technician. **And**

**Education:** Thirty semester or forty-five quarter units of college courses in public or business administration, accounting, economics, statistics, or a closely related field.

### Or III

**Experience:** One year of technical experience in one or a combination of the following fields: fiscal management, budgeting, administrative analysis, personnel, or business service administration. (Experience in the California state service applied toward this requirement must have been performing duties at the level of responsibility not less than that of a Management Services Technician, Range B.) **And**

**Education:** Equivalent to graduation from college, preferably with a major in public or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

## POSITION DESCRIPTION

This is the entry and working supervisory level in this series. Incumbents are responsible for either: (1) planning, organizing, and directing the administrative and staff services functions in a division, office, region, district, or one of the largest area offices; or (2) assisting a higher-level administrator in planning, organizing, directing, and controlling two or more administrative staff functions in a large district or in a division. Incumbents in this class typically direct and train clerical and technical staff performing administrative service duties, such as clerical office

support, dispatching, personnel, business services, concession/contract preparation, or accounting; and may personally perform the professional administrative functions.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation** – Weighted 100% of the final score.

In addition to evaluating applicants' relative knowledge, skills, and abilities, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **A. Knowledge of:**

1. Principles, practices, and modern methods of public and business administration with special reference to fiscal and personnel management and budgetary preparation and control.
2. Principles and practices of employer-employee relations
3. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
4. Principles and practices of general business management.
5. Modern office methods, forms, and equipment
6. Buildings management.
7. Purchasing principles and practices
8. Laws, rules, and regulations governing administrative practices in the California state service
9. Principles of accident prevention and safety practices
10. Public information channels and methods.
11. Organization and functions of the Resources Agency.

### **B. Ability to:**

1. Develop and install new and revised methods and procedures.
2. Analyze administrative problems
3. Analyze situations accurately and take effective action.
4. Plan, organize, and direct the work of others.
5. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
6. Reflect management's position on collective bargaining issues.
7. Develop and maintain cooperative and harmonious working relationships.
8. Communicate effectively.

## **SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated capacity for assuming increasing administrative responsibility.

## **ELIGIBLE LIST INFORMATION**

The names of successful candidates will be merged onto the existing eligible list in order of final score. Eligibility expires 24 months after it is established. Candidates may re-take the examination to re-establish eligibility after 18 months.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves

a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## EXAMINATION INFORMATION

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

The link to the examination will be emailed to those applicants who meet the minimum qualifications two to three weeks after the cut-off date. Candidates who are sent the link but do not complete the exam by the due date will be eliminated from the exam and will need to reapply by submitting another application.

## CONTACT INFORMATION

If you have questions about this examination, please contact Donna Tritt, the Exam Analyst at (916) 341-3140 or by email at [donna.tritt@ccc.ca.gov](mailto:donna.tritt@ccc.ca.gov).

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

**Examination and/or Employment Application** (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, through your [CalCareer Account](#).

For a PDF version of the state application, click [here](#).

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked on the eligible list according to their score.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

**The California Conservation Corps** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps or five years after graduation if the competitor has participated in a CCC scholarship program). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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